

REQUEST FOR COUNCIL ACTION CITY OF SAN DIEGO	CERTIFICATE NUMBER (FOR COMPTROLLER'S USE ONLY) N/A
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TO: CITY COUNCIL	FROM (ORIGINATING DEPARTMENT): Library	DATE: 06/13/2013
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SUBJECT: Library Department Janitorial Bid No. 1005711-10-L

PRIMARY CONTACT (NAME, PHONE): Deborah Barrow,(619) 236-5843	SECONDARY CONTACT (NAME, PHONE): Bruce Johnson, (619) 236-5845
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COMPLETE FOR ACCOUNTING PURPOSES

FUND	100000				
FUNCTIONAL AREA	OTHR00000000CL				
COST CENTER	1713110014				
GENERAL LEDGER ACCT	512158				
WBS OR INTERNAL ORDER	N/A				
CAPITAL PROJECT No.	N/A				
AMOUNT	\$105,470.00	0.00	0.00	0.00	0.00

FUND					
FUNCTIONAL AREA					
COST CENTER					
GENERAL LEDGER ACCT					
WBS OR INTERNAL ORDER					
CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE): Please see attached for summary of accounting line. \$105,470 represents the balance needed for Fiscal Year 2014.

ROUTING AND APPROVALS

CONTRIBUTORS/REVIEWERS:	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Financial Management	ORIG DEPT.	Barrow, Deborah	6/19/2013
Environmental Analysis	CFO		
Equal Opportunity Contracting	DEPUTY CHIEF		
Comptroller	COO		
Liaison Office	CITY ATTORNEY	Gleeson, Carrie	
	COUNCIL PRESIDENTS OFFICE		

PREPARATION OF: RESOLUTIONS ORDINANCE(S) AGREEMENT(S) DEED(S)

1. Authorizing the Mayor or his designee to award and execute the renewal, for and on behalf of the Library Department, of a contract with T & T Janitorial (Bid Number: 1005711-10-L),to provide janitorial services at branch libraries for the remainder of Fiscal Year 2014.

2. Authorizing the Mayor or his designee to award and execute the two remaining contract extension options for the T & T Janitorial contract provided that the Chief Financial Officer first furnishes one or more certificates that

the funds necessary for expenditure are, or will be, on deposit in the City Treasury;

3. For Bid Number 1005711-10-L(T & T Janitorial), authorizing the Chief Financial Officer to expend an amount not to exceed \$1.6 million over five years: \$105,470 for the remainder of Fiscal Year 2014, \$364,365 for Fiscal Year 2015, and \$93,824 through the contract end in September 2015 from fund 100000 for the purpose of funding the above contract, contingent upon adoption of the Library General Fund budget for the applicable fiscal years, and provided that the Chief Financial Officer first furnishes one or more certificates that the funds necessary for expenditure are, or will be, on deposit in the City Treasury.

STAFF RECOMMENDATIONS:

Approve Requested Action

SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)

COUNCIL DISTRICT(S): All

COMMUNITY AREA(S): All Community Areas

ENVIRONMENTAL IMPACT: This activity is not subject to CEQA Pursuant to State CEQA Guidelines Section 15060(c)(2), as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment.

CITY CLERK INSTRUCTIONS: Route executed resolution to Purchasing and Contracting Procurement Specialist Lisa Hoffman (MS 56P), and Library Department Administrative Aide II Rosita Ravelo (MS 17).

**COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO**

DATE: 06/13/2013

ORIGINATING DEPARTMENT: Library

SUBJECT: Library Department Janitorial Bid No. 1005711-10-L

COUNCIL DISTRICT(S): All

CONTACT/PHONE NUMBER: Deborah Barrow/(619) 236-5843

DESCRIPTIVE SUMMARY OF ITEM:

This action is to approve award and extension of a contract with T & T Janitorial for the remainder of Fiscal Year 2014 for \$105,470, and two additional years in the amount of \$458,189 (for a five-year total of \$1.6 million) to provide janitorial service to branch libraries. The as-needed janitorial service will include maintenance of buildings that are not open to the public. These include the old Logan Heights Branch Library, and the old Central Library.

STAFF RECOMMENDATION:

Approve Requested Action

EXECUTIVE SUMMARY OF ITEM BACKGROUND: The San Diego Public Library Department contractually provides professional janitorial service to all facilities in the Library System. The contract services in this action are to provide complete daily janitorial maintenance to the exterior and interior areas of Branch Library buildings including:

Area I

Balboa Branch, Carmel Mountain Ranch Branch, City Heights Branch, Clairemont Branch, Mira Mesa Branch, North Clairemont Branch, North Park Branch, Otay Mesa-Nestor Branch, Rancho Penasquitos Branch, San Ysidro Branch and Scripps Ranch Miramar Ranch Branch.

Area II

La Jolla/Riford Branch and Rancho Bernardo Branch.

Area III

Carmel Valley Branch, North University Community Branch, Logan Heights Branch, Mountain View/Beckwourth Branch, Oak Park Branch, Paradise Hills Branch, Skyline Hills Branch, University Community and Valencia Park/Malcolm X Branch.

Service days exclude City Holidays. Days of service include full and partial days for branches that have Sunday hours. In September 2010, T & T Janitorial was awarded a two-year contract with the option to renew the contract for three (3) additional one (1) year periods. The San Diego Public Library Department already renewed for one of the three option years. This request for renewal is for the final two option years.

A RFP (Request for Proposal) was conducted in August 2, 2010, and under the Mayor's authority the Library Department entered into an agreement for 2 years from the date of the award, which was September 24, 2010 to September 23, 2012 with the option to renew for three (3) additional one (1) year periods. Through January 31, 2014 the Library Department has encumbered

\$999,999, and expects to spend an additional \$563,659 (105,470 in Fiscal Year 2014, \$364,365 in 2015, and \$93,824 through the contract end in September 2015) for a five year amount not to exceed \$1.6 million.

FISCAL CONSIDERATIONS: The total not-to-exceed authorization is for \$1.6 million for T & T Janitorial. Funds for FY 2014 have been budgeted in the FY 2014 operating budget for the amount of \$105,470, and are available in fund 100000, dept. 1713.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE): This agreement is subject to the City's Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

PREVIOUS COUNCIL and/or COMMITTEE ACTION (describe any changes made to the item from what was presented at committee): None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS: City of San Diego Library Department and its patrons.

Barrow, Deborah
Originating Department

Deputy Chief/Chief Operating Officer

Request for Council Approval (1472)

	Updated
FY 2011	\$ 189,129.00
FY 2012	\$ 278,588.33
FY 2013	\$ 284,000.00
FY 2014 July 01 - Nov 30, 2013	\$ 157,752.48
FY 2014 Dec. 01 - Jan. 31, 2014 (allowable encumbrance)	\$ 90,529.19
	<u>\$ 999,999.00</u>
FY 2014 Feb. - June 30, 2014 (projected cost)	\$ 105,470.00
FY 2015 w/ 3% CPI base on FY 2014	\$ 364,365.00
FY 2016 July - Sept. 2015 w/ 3% CPI based on FY 2015	\$ 93,824.00
	<u>\$ 563,659.00</u>
Total	\$ 1,563,658.00

DOCKET SUPPORTING INFORMATION CITY OF SAN DIEGO EQUAL OPPORTUNITY CONTRACTING PROGRAM EVALUATION	DATE: June 21, 2013
SUBJECT: Library Department Janitorial Bid No. 1005711-10-L (1472)	

GENERAL CONTRACT INFORMATION

Recommended Contractor: T&T Janitorial, Inc. (Not certified)

Amount of this Action: \$ **105,470. (balance for FY2014)**
 FY2015 & 2016 total Amount: \$ 458,189. (two option FY years end in Sept 2015)
Original Contract: \$ 999,999. (FY 2011-FY 2013)
 Projected Cumulative Total: \$1,563,658.

Funding Source: City of San Diego

Goals: 2% Discount/ 20% Voluntary (SLBE, ELBE)

SUBCONTRACTOR PARTICIPATION

There is no subcontractor activity related to this action.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

Equal Opportunity Required

T&T Janitorial, Inc., submitted a Work Force Report for their San Diego County employees dated June 21, 2013 indicating 25 employees in their Administrative Workforce. The firm’s Administrative Workforce reflects under representations in the following categories:

Black and Females in Services

This agreement is subject to the City’s Equal Opportunity Contracting (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

ADDITIONAL COMMENTS

Goods & Services contracts are to be awarded and monitored by Purchasing & Contracting.

This action will renew the Library Department’s contract with T&T Janitorial adding two additional years from September 1, 2013 through October 18, 2015. The contractual services are to clean San Diego Public Library Branch facilities. There are 35 branch libraries in the San Diego Public Library System. As needed, services will include maintenance of buildings that are not open to the public. These include the Serra Mesa Delivery facility and the old Logan Heights Branch Library.

RLL

City of San Diego
Human Resources Department
Request for Human Resources Approval for Purchase Requisition

RECEIVED
 OCT 22 2013

Requesting Department: Library
 Vendor Name: T&T Janitorial
 Purchase Requisition #: FY 2014 PR yet to be issued
 Department Contact: Stephanie Gilbert via Rosita Ravelo
 Date of Request: 10/18/2013
 Contract Amount: Estimated annual cost of \$336,000.00

Please submit request to HumanResources@sanidiego.gov or MS 56L

Question	Department Response
<p>What is the contract for?</p>	<p>Complete Janitorial Service at Branch library locations per contract 460000348. Janitorial scope as needed for 35 branch libraries:</p> <ol style="list-style-type: none"> 1. <u>Partial Daily Tasks</u> <ol style="list-style-type: none"> a. Complete restroom, locker room and shower service b. Refill dispensers for paper towels, soap, toilet paper, and toilet seat covers c. Clean Drinking Fountains/Water Dispensers d. Clean Kitchen Area/Break Room including Microwave Ovens e. Replace Light Bulbs f. Empty and Clean all Wastebaskets, Trash Receptacles, and Ash Urns g. Pick-up Litter 2. <u>Daily Tasks (Full Service Day)</u> <ol style="list-style-type: none"> a. Clean Restrooms, Locker Rooms, and Showers, Including Damp Mopping/Disinfecting b. Refill dispensers for paper towels, soap, toilet paper, and toilet seat covers c. Clean Drinking Fountains/Water Dispensers d. Clean Kitchen Area/Break Room including Microwave Ovens <p>Scripps Miramar Ranch has a commercial kitchen in which cooking classes are taught. These classes may cause a heavier grease buildup on the floor and counter tops, than in the other kitchens.</p> <ol style="list-style-type: none"> e. Replace Light Bulbs f. Empty and Clean all Wastebaskets, Trash Receptacles, and Ash Urns g. Pick-up Litter h. Sweep/Dust Mop Floors i. Vacuum Carpeted Floors and Rugs j. Dust including, but not limited to Books and Book Shelves k. Clean Glass, Mirrors, and Metal Handrails <p>Point Loma branch has a boat frame hull measuring 24 ft. in length by 21 ft. 6 in. wide. Contractor shall dust with a damp cloth along the top of the boat display, as directed by the Branch Manager. The counter tops at the circulation desk, public restrooms (rotunda area only), staff restroom and your services librarian's desk are made out of a product called Avonite and shall be cleaned using a wet/damp cloth.</p> 3. <u>Weekly Tasks</u> <ol style="list-style-type: none"> a. Damp Mop Floors, Including Moving/Replacing Furniture in Community Rooms b. Vacuum and Clean Fabric Seat Cushions c. Maintain Floor Drains d. Move Trash and Recycle Bins e. Clean Walls, Door Frames, Jambs, and Light Switches f. Buff Tile, Vinyl and Hardwood Floors g. Clean Concrete, Rubber Tile and Sports Floors 4. <u>Monthly Tasks</u> <ol style="list-style-type: none"> a. Clean all Window Blinds b. Clean Patios c. Dust Air Diffusers, Grills, Vents, and Filter Houses 5. <u>Semi-Annual Tasks</u> <ol style="list-style-type: none"> a. Strip, Wax/, and Buff Tile and Vinyl/Tile Flooring

RECEIVED

<p>Are City employees currently performing any of the work?</p>	<p>No other City Department can provide the services to the scale and scope required.</p> <p>The Library Department has 2.00 Custodian positions assigned to service branch libraries for similar functions, but is unable to provide services to the scale and scope required for 35 facilities.</p> <p>City workers in the Park and Recreation Department perform similar functions. However, as confirmed by the Park and Recreation Department Director, their employees are unable to provide service to the scale and scope needed for the Library Department.</p> <p>Acquiring a contractor will ensure the work is completed in a more timely and efficient manner than if we had City forces begin performing this work. The Library requires complete and regular janitorial service at over 35 locations, and it is both more adept and cost effective to hire a contractor than to deploy and pay the number of City employees it would take to provide these services.</p>
<p>Will any City employees be displaced as a result of this bid?</p>	<p>No. The scale and scope of these services are outside of the authorized project list for Local 127. See attached.</p>
<p>If this is a renewal of an existing contract, how long have these services been contracted out?</p>	<p>This is not a contract renewal.</p> <p>The current HR approval dated June 17, 2013 was for 6 months. (See Attached). This approval will allow an extension of the Library Department's existing contract with T&T Janitorial; Adding two additional years from September 1, 2013 through October 18, 2015.</p> <p>This service has been contracted out for 10+ years.</p>
<p>Is this a Public Works Contract? (construction, reconstruction or repair of City buildings, street or other facilities)</p>	<p>No. This is not a Public Works contract.</p>
<p>Is this a Tenant Improvement?</p>	<p>No. This is not a Tenant Improvement.</p>
<p>Was another department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication.</p>	<p>Yes. Communication from the Park and Recreation Department Director is attached. Dated October 2, 2013. The Park and Recreation Department Director indicated that they cannot provide the services and scope described.</p>

Frank Orr

10/30/13



APPROVED

NOTE: If a public works construction contract and over \$100k, see City Charter Section 94.



City of San Diego PURCHASING
 CONTRACT
 Bid No: 10005711-10L

Cont. No. **460000348**

Ship To: Center ID: PNC1 PURCHASING & CONTRACTING PURCHASING & CONTRACTING-DELIVERY MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Bill To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-INVOICE MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Page 1 of 5 Date: 09/24/2010 Last Option End Date: 10/18/2015 Validity End Date: 10/18/2013
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Vendor: T and T Janitorial PO Box 261401 San Diego CA 92196-1401 Vendor ID: 10018294 Phone: 858-336-8837 Fax: 858-653-3990	Terms: within 30 days Due net Delivery Terms: FOB FREE ON BOARD Buyer: MARY HOFFMANN Phone: Fax: E-Mail: lhoffmann@sandiego.gov
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Line #	Item ID/Description	Quantity/UM	Unit Price	Extended Price
	This Document is for Contractual Information Only and is NOT a Purchase Order. Purchase Orders Will be Issued as Needed See Purchase Orders for the delivery and billing address...			
1	JANITORIAL MAINTENANCE SERVICE SCHEDULES A AND C - NORTH AND SOUTH SAN DIEGO AREA BRANCH LIBRARIES This is summary pricing, see attachment for detailed pricing. Contractors shall provide complete Janitorial maintenance service for the exterior and interior areas of branch libraries as specified in contract excluding City holidays. DAYS OF SERVICE: Effective 11/04/12 Added 1 partial day every Sunday to Schedule A - Mira Mesa, Rancho Bernardo and Schedule C - Logan and Malcolm X branches. Effective 06/04/12 All branches are open for 1 partial day every Monday. 2 Full service days: Wednesday and Friday 3 Partial service days: Tuesday, Thursday, Saturday plus 1 partial day on Monday effective 06/04/2012. For branches open on Sunday, add 1 additional partial service day on Sunday. 3 Full service days: Tuesday, Thursday, and Saturday 2 Partial service days: Wednesday and Friday plus 1 partial day on Monday effective 06/04/2012. For branches open on Sunday, add 1 additional partial service day on	347,001.4 EA	\$ 1.00	\$ 347,001.40

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City of San Diego PURCHASING
CONTRACT
Bid No: 10005711-10L

Cont. No. **4600000348**

Ship To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-DELIVERY MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Center ID:	Bill To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-INVOICE MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Date: 09/24/2010 Last Option End Date: 10/18/2016 Validity End Date:
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	This Document is for Contractual Information Only and is NOT a Purchase Order. Purchase Orders Will be Issued as Needed See Purchase Orders for the delivery and billing address...			
	Sunday, 5 Full service days: Tuesday, Wednesday, Thursday, Friday, and Saturday plus 1 partial day on Monday effective 06/04/2012. For branches open on Sunday, add 1 partial service day on Sunday.			

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City of San Diego PURCHASING
 CONTRACT
 Bid No: 10005711-10L

Cont. No. **4600000348**

Ship To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-DELIVERY MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Center ID:	Bill To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-INVOICE MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195	Date: 09/24/2010 Last Option End Date: 10/18/2015 Validity End Date:
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Vendor ID: 10018294 Phone: 858-336-8837 Fax: 858-653-3990	Delivery Terms: FOB FREE ON BOARD
	Buyer: MARY HOFFMANN Phone: Fax: E-Mail: lhoffmann@sandiego.gov

Line #	Item ID/Description	Quantity/UM	Unit Price	Extended Price
	<p>Notes:</p> <p>Janitorial Maintenance Service, Schedules A and C, at North and South San Diego Area Branch Libraries.</p> <p>Exercising option #1 to renew contract for an additional one (1) year period beginning 10/19/12 thru 10/18/13 at no price increase.</p> <p>Renewal Options: 10/19/13 thru 10/18/14; lesser of 5% or CPI 10/19/14 thru 10/18/15; lesser of 5% or CPI</p> <p>Effective 07/01/13 contract pricing increased 1.6% in accordance with the Increase in Living Wage.</p> <p>Effective 07/01/12 contract pricing increased 3.0% in accordance with the Increase in Living Wage.</p> <p>Effective 07/01/11 contract pricing increased 1.3% in accordance with the Increase in Living Wage.</p> <p>This contract is subject to the Living Wage Ordinance and may be increased annually, as applicable, on July 1 in accordance with the Living Wage Ordinance.</p> <p>Vendor Contact: Tam Doan, President Email: tandt_janitorial@yahoo.com</p>			

**SEE LAST PAGE
FOR TOTAL**

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City of San Diego PURCHASING
 CONTRACT
 Bid No: 10005711-10L

Cont. No. **4600000348**

Ship To: Center ID: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-DELIVERY MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195		Bill To: PURCHASING & CONTRACTING PURCHASING & CONTRACTING-INVOICE MS56P 1200 3RD AVE STE 200 SAN DIEGO CA 92101-4195		Page 4 of 5 Date: 09/24/2010 Last Option End Date: 10/18/2015 Validity End Date:	
Vendor: T and T Janitorial PO Box 261401 San Diego CA 92196-1401 Vendor ID: 10018294 Phone: 858-336-8837 Fax: 858-653-3990			Terms: within 30 days Due net Delivery Terms: FOB FREE ON BOARD Buyer: MARY HOFFMANN Phone: Fax: E-Mail: lhoffmann@sandiego.gov		
Contract Administrator: Rosita Ravelo PH 619-236-5855 RRavelo@sandiego.gov Procurement Specialist: Lisa Hoffmann PH 619 236-6096 lhoffmann@sandiego.gov Insurance to be updated as required. Distribution: File, Vendor, Procurement Specialist, Nora Nugent (LW), Rosita Ravelo Prior Bid 6766-04-T Effective Sunday, November 4, 2012 added 1 partial day service to Schedule A - Mira Mesa, Rancho Bernardo and Schedule C - Logan and Malcolm X. Effective 06/04/2012 ALL branches are open for 1 partial day every Monday. Effective 07/10/11 Add 1 partial day service, Sunday at City Heights \$32.46 per day. Effective 11/09/10 Frequency of Service Changed at Rancho Bernardo, Malcolm X, Paradise Hills and Mountain View Branches, see attached spreadsheet.					
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